

**DEPARTMENT OF SOCIAL SERVICES- SOUTHERN REGION  
NEW HAVEN OFFICE  
194 Bassett Street, New Haven, CT 06511**

**“PROMOTIONAL OPPORTUNITY”  
Eligibility Services Supervisor**

The Department of Social Services Southern Region is presently recruiting for an “Eligibility Services Supervisor” in the New Haven Office. This will be a promotional opportunity for State Employees only.

**POSITION:** Eligibility Services Supervisor  
**OPEN TO:** State Employees Only  
**BARGAINING UNIT:** Social and Human Services (P-2)  
**SALARY RANGE:** \$ 55,628- 68,321 annually (SH-23)

**DUTIES AND RESPONSIBILITIES:**

Accountable for supervising a DSS unit of eligibility staff workers engaged in providing determination of client eligibility and provision of various programs and services to clients of the Department of Social Services and/or various other services and programs, financial or medical assistance they meet eligibility requirements for. The ES Supervisor schedules, assigns, oversees and reviews work of staff; provides staff training and assistance including identifying, planning and implementing training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; implements personnel policies and procedures; performs related duties as required.

**EXPERIENCE AND TRAINING:**

**General Experience:**

Seven (7) years of experience in the determination of client eligibility for public assistance.

**Special Experience:**

One (1) year of the General Experience must have been at the level of Eligibility Services Specialist

**Substitution Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's Degree in a closely related area may be substituted for one (1) additional year of the General Experience.

**SPECIAL REQUIREMENTS:** Consideration will be given to those DSS employees who have taken and passed the examination for “Eligibility Services Supervisor” and are currently eligible for appointment to this classification. Employees with Permanent Status in this class also may apply for lateral transfer consideration.

**APPLICATION PROCEDURE:** Candidates should forward an original State of Connecticut Application for Examination or Employment (PLD-1). Applications should be Mailed or Faxed directly to:

**Department of Social Services- Southern Region  
Human Resources Division  
194 Bassett St., New Haven, CT 06511  
FAX #: (203) 789-6858**

**ATT: Jean Walden, Personnel Officer**

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**NOTE:** This position will be filled in accordance with all State Reemployment, SEBAC, transfer, merit promotional and certification rules.

The Form PLD-1 Application for Examination and Employment and exam announcements may be obtained on the Department of Administrative Services website at: <http://www.das.state.ct.us/exam>.

**APPLICATIONS MUST BE RECEIVED BY: August 23, 2006 close of business**